

Revise Your Commission: Address Change (Same County)

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.11.

Fee Transactions	No-Fee Transactions
• Cash deposit	• Direct deposit, deposit
• Reverse Charge (Debit) deposit	• Direct Charge (Credit) deposit
• Cash or electronic withdrawal	• Withdrawal of cash or electronic funds
	• Withdrawal of cash or electronic funds

For other transactions, such as updating/level information or past statement requests, please contact the Indiana Secretary of State office at (317) 232-6322 or info@sos.in.gov

Locating the History Homepage

Locating the Military Homepage

The screenshot shows a web browser window. The main content area features a large green apple graphic with text inside it. To the right of the apple is a sidebar with a list of links. A red arrow points to the first link in the sidebar, which is labeled 'LINKS'.

Step 1

The screenshot shows a Windows XP desktop environment. A web browser window is open, displaying a page with Chinese text and a sidebar on the right containing several links. The browser's address bar shows a URL starting with 'http://'. The desktop background is a light blue gradient. The taskbar at the bottom shows the Start button and several open applications, including the web browser and a file explorer.

[illegible][illegible]

Step 4

HP DesignJet 1000C

Print Copy Scan Fax Email Web Mobile More

More

System Restore

Restore points for C:\WINDOWS

Date and Time	Size
2/2/2006 11:58 AM	1.0 MB

Restore system files and programs

Restore personal files and settings

Next

Transaction Completion

[illegible]

If you have purchased a stamp set that includes any information that may have changed, such as your name or address, you will need to obtain a new stamp or seal. This can be done at a local office supply store.

Contacting the Indiana Secretary of State's Office

Phone: 877-252-6262
Email: rosary@ecm.org
Mailing Address: Ignatius Service Center
300 N. Washington Street
P.O. Box 1228
Indianapolis, IN 46204

Revise Your Commission: Address Change (Same County)

Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.12.

Fee Transactions	No Fee Transactions
<ul style="list-style-type: none"> • Name Change • Address Change (Different County) • Change of Commission Expiration 	<ul style="list-style-type: none"> • Email Address Change • Address Change (Same County) • Transfer of Commission • Register a Commission with Transactions ID

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at (317)232-6592 or notary@sos.in.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



Locating the Notary Homepage

Once on the Notary web page, select "2025 Online Notary Portal."



Step 1

Under "Other Actions," select "Revise."



Step 2

Enter either your commission number **OR** First and Last Name if you have lost your commission number.



Step 3

Click the number for your **active** commission.



Step 4

Select "Address Change (Same County)".

If you need to change both your name and address, select "Name Change" in order to do both in one transaction.



Step 5

Enter your driver license number (without dashes) and the last 4 digits of your Social Security number.



Step 6

Enter your address as you would like it to appear on your commission.

Verify your other information is correct.



Transaction Complete

Your transaction is complete. Click "Your Commission" to open and print your new commission in Adobe. You will also be sent an e-mail with your commission attached.



Important Reminder

If you have purchased a stamp or seal that includes any information that may have changed, such as your name or address, you will need to obtain a new stamp or seal. This can be done at a local office supply store.

Contacting the Indiana Secretary of State's Office

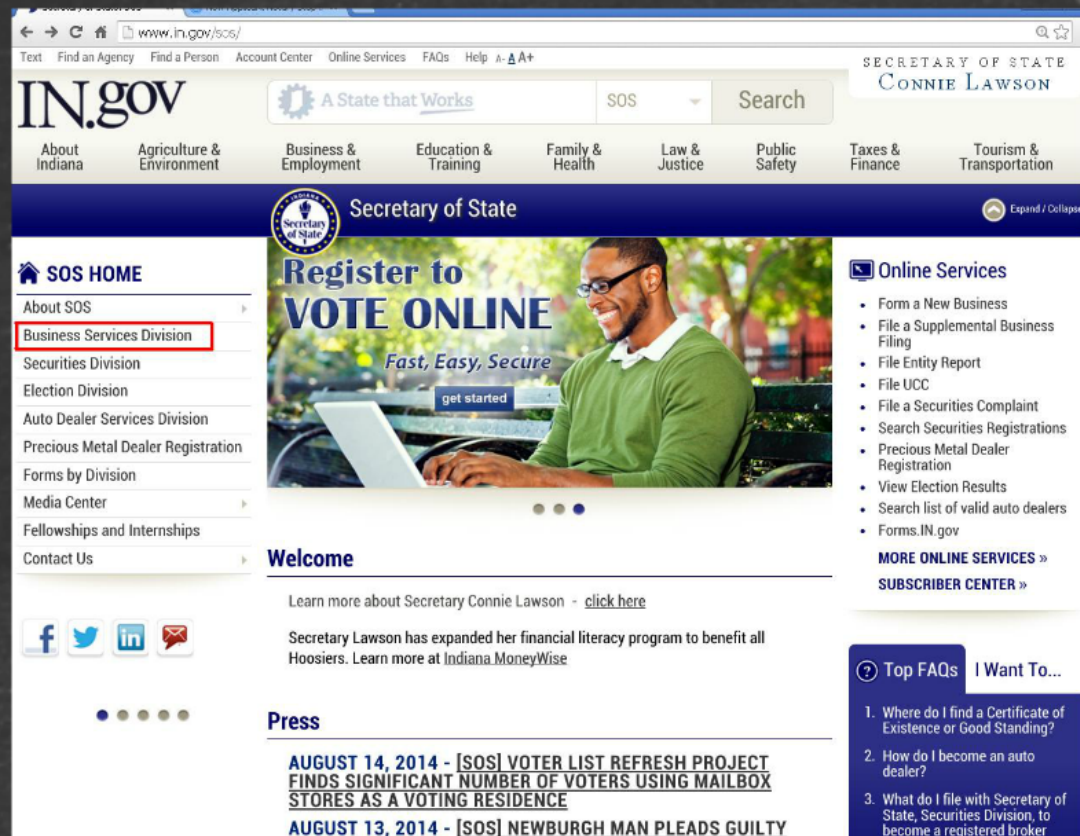
Phone: 317-232-6592

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room ED18
Indianapolis, IN 46204

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



The screenshot shows the homepage of the Indiana Secretary of State's website. The browser address bar displays www.in.gov/sos/. The page features a navigation bar with links to various departments: About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, and Tourism & Transportation. A search bar is also present. The main content area includes a large banner for "Register to VOTE ONLINE" with the tagline "Fast, Easy, Secure" and a "get started" button. To the left of the banner is a sidebar menu under the heading "SOS HOME". A green arrow points to the "Business Services Division" link in this menu. Other links in the sidebar include "About SOS", "Securities Division", "Election Division", "Auto Dealer Services Division", "Precious Metal Dealer Registration", "Forms by Division", "Media Center", "Fellowships and Internships", and "Contact Us". To the right of the banner is a section for "Online Services" with a list of links: "Form a New Business", "File a Supplemental Business Filing", "File Entity Report", "File UCC", "File a Securities Complaint", "Search Securities Registrations", "Precious Metal Dealer Registration", "View Election Results", "Search list of valid auto dealers", and "Forms.IN.gov". Below this is a "MORE ONLINE SERVICES" link and a "SUBSCRIBER CENTER" link. At the bottom of the page, there is a "Press" section with two news items: "AUGUST 14, 2014 - [SOS] VOTER LIST REFRESH PROJECT FINDS SIGNIFICANT NUMBER OF VOTERS USING MAILBOX STORES AS A VOTING RESIDENCE" and "AUGUST 13, 2014 - [SOS] NEWBURGH MAN PLEADS GUILTY". A "Top FAQs" section is also visible on the right side of the page.

SOS HOME

- About SOS
- Business Services Division**
- Securities Division
- Election Division
- Auto Dealer Services Division
- Precious Metal Dealer Registration
- Forms by Division
- Media Center
- Fellowships and Internships
- Contact Us

Online Services

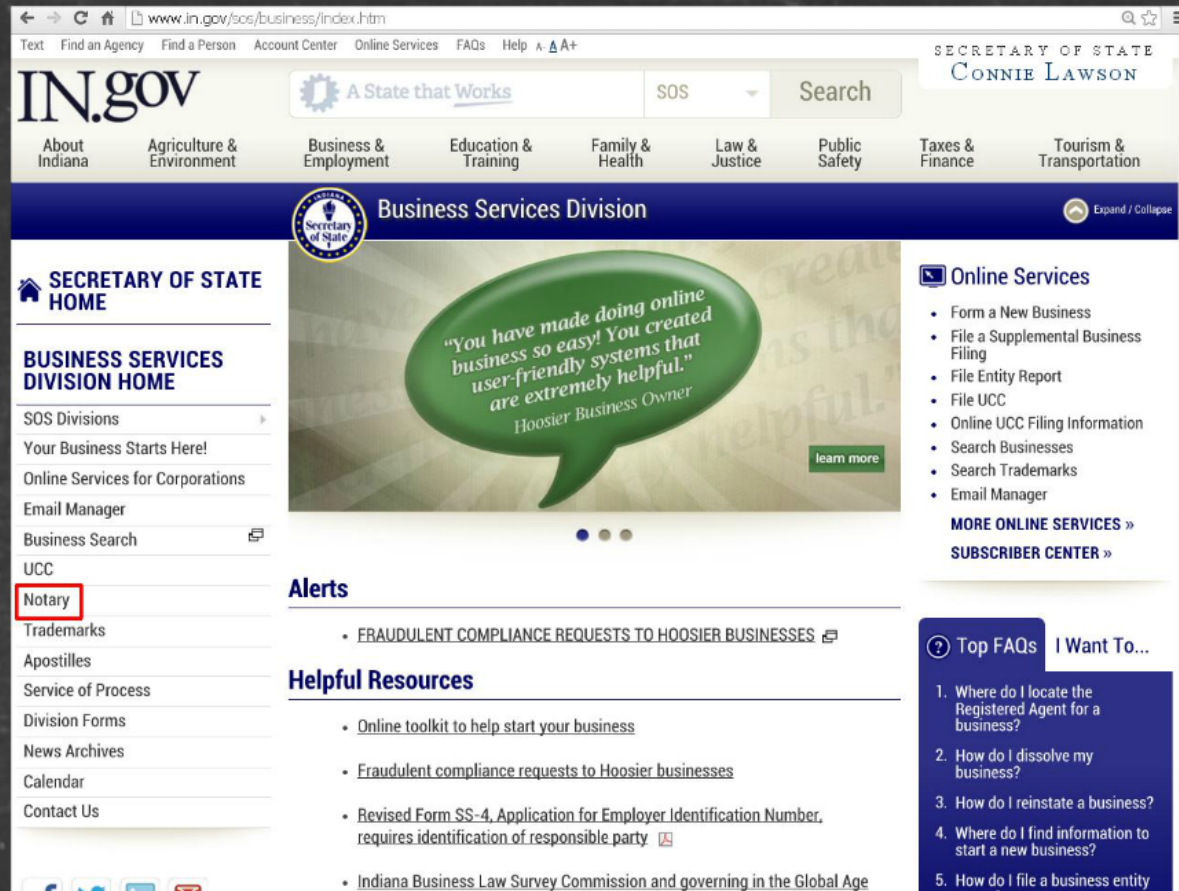
- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- File a Securities Complaint
- Search Securities Registrations
- Precious Metal Dealer Registration
- View Election Results
- Search list of valid auto dealers
- Forms.IN.gov

Top FAQs | I Want To...

- Where do I find a Certificate of Existence or Good Standing?
- How do I become an auto dealer?
- What do I file with Secretary of State, Securities Division, to become a registered broker

Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



The screenshot shows the IN.gov Business Services Division homepage. A green arrow points to the 'Notary' link in the left sidebar. The sidebar also includes links for SOS Divisions, Your Business Starts Here!, Online Services for Corporations, Email Manager, Business Search, UCC, Trademarks, Apostilles, Service of Process, Division Forms, News Archives, Calendar, and Contact Us. The main content area features a banner with a quote from a Hoosier Business Owner: "You have made doing online business so easy! You created user-friendly systems that are extremely helpful." Below the banner are sections for Alerts (including 'FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES'), Helpful Resources (including 'Online toolkit to help start your business', 'Fraudulent compliance requests to Hoosier businesses', 'Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party', and 'Indiana Business Law Survey Commission and governing in the Global Age'), Online Services (including 'Form a New Business', 'File a Supplemental Business Filing', 'File Entity Report', 'File UCC', 'Online UCC Filing Information', 'Search Businesses', 'Search Trademarks', and 'Email Manager'), and a 'Top FAQs' section with five questions.

IN.gov A State that Works SOS Search

SECRETARY OF STATE CONNIE LAWSON

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions

Your Business Starts Here!

Online Services for Corporations

Email Manager

Business Search

UCC

Notary

Trademarks

Apostilles

Service of Process

Division Forms

News Archives

Calendar

Contact Us

"You have made doing online business so easy! You created user-friendly systems that are extremely helpful."
Hoosier Business Owner

learn more

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

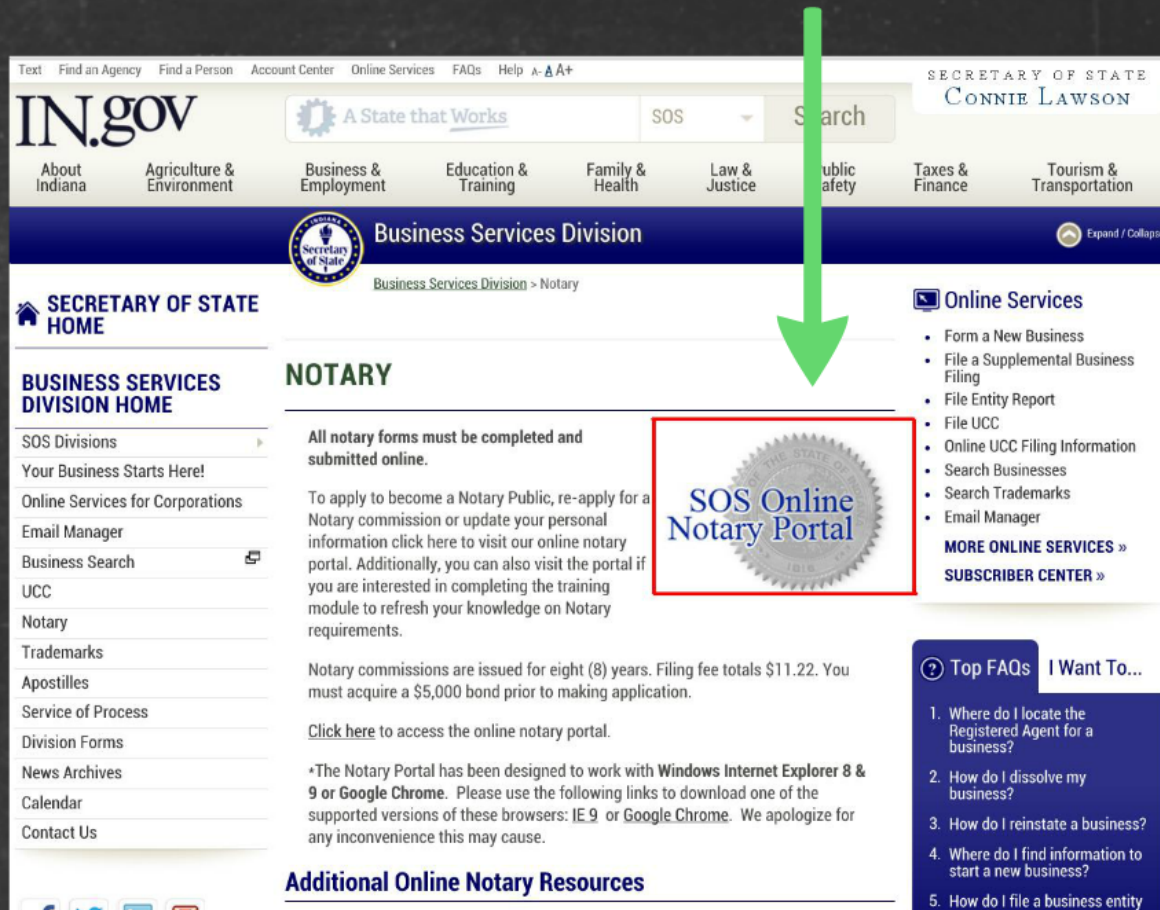
SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."



The screenshot shows the IN.gov website with the Business Services Division selected. A green arrow points to the "SOS Online Notary Portal" link, which is highlighted with a red box. The page includes a navigation menu, a search bar, and various links to online services and resources.

IN.gov A State that Works SOS Search

SECRETARY OF STATE
CONNIE LAWSON

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

Business Services Division > Notary

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions > Your Business Starts Here! Online Services for Corporations Email Manager Business Search UCC Notary Trademarks Apostilles Service of Process Division Forms News Archives Calendar Contact Us

NOTARY

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

Click [here](#) to access the online notary portal.

*The Notary Portal has been designed to work with **Windows Internet Explorer 8 & 9** or **Google Chrome**. Please use the following links to download one of the supported versions of these browsers: [IE 9](#) or [Google Chrome](#). We apologize for any inconvenience this may cause.

SOS Online Notary Portal

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity?

Additional Online Notary Resources

Step 1

Under "Other Actions," select "Revise."

← → ↻ State of Indiana [US] https://myweb.in.gov/SOS/notaryapp/ ☆

IN.gov **Notary Public** *Indiana Secretary of State*
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> before you begin

- ✓ To become a Notary, an individual must ([What's This?](#))
- ✓ Determine the type of bond to provide. ([What's This?](#))
- ✓ Payment information. ([What's This?](#))
- ✓ Functions of a Notary. ([What's This?](#))
- ✓ Official Notary Guide. ([What's This?](#))
- ✓ Frequently asked questions. ([What's This?](#))
- ✓ Other Resources. ([What's This?](#))

Adobe Reader Required


The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.

1 Start
> apply
Become a Notary Public

2 Resume
> login
Resume your transaction with your Transaction ID and E-mail Address or PIN

3 Other Actions
> search
Search for notaries
> revise
Revise your commission
> get a copy
Get a copy of your commission certificate
> training
Perform notary training
> register
Register to apply via a service company
> bulk upload
Upload a batch of notary applicants

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.


Thank you for using Online Notary!

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Step 2

Enter either your commission number **OR** First and Last Name if you have lost your commission number.



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Notary Search

Please find the commission you'd like to revise.

NOTARY SEARCH CRITERIA

Commission Number:

Notary Name Search Type: ☒ Full ☐ Partial ☐ Both

First Name:

Last Name:

Street:

City:

ZIP:

County:

Status:

Bond Type: ☐ Surety ☐ Freehold ☒ Both



Bond Issuer:

Commissions Issued Between:
and

Commissions Expiring Between:
and

Step 3

Click the number for your **active** commission.

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Notary Search Results

[Return To Search](#)[Export Results To Excel](#)

<u>Commission #</u>	<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>County</u>	<u>Status</u>
123456	JOHN Q PUBLIC	123 MAIN ST.	INDIANAPOLIS	46204	MARION	Active

[«](#) [«](#) [1](#) [»](#) [»](#) [»](#) Notaries per page: 1 Notaries in 1 pages

[Return To Search](#)

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Step 4

Select "Address Change (Same County)."

If you need to change both your name and address, select "Name Change" in order to do both in one transaction.

**Notary Public***Indiana Secretary of State*
CONNIE LAWSON

Notary Detail

Commission Number:	123456
Name:	JOHN Q PUBLIC
Commission Status:	Active
Commission Date:	9/16/2014
Expiration Date:	9/15/2022
Home Address:	123 MAIN ST. INDIANAPOLIS, IN 46204
Bonding Agent:	ACME Insurance
County of Residence:	Marion
Company Name:	SECRETARY OF STATE
Company Address:	200 W. WASHINGTON ST. INDIANAPOLIS, IN 46204

FEE TRANSACTIONS
[Name Change](#)
[Address Change \(Different County\)](#)
[Get a Copy of my Commission Certificate](#)


NO-FEE TRANSACTIONS
[Address Change \(Same County\)](#)
[Change my E-mail Address](#)
[Terminate my Commission](#)
[Reprint Commission with Transaction ID](#)

[Return To Search](#) [Return to Search Results](#) [View History](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#) Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Step 5

Enter your driver license number (without dashes)
and the last 4 digits of your Social Security number.



User Verification

You have selected a transaction that requires you to verify your identity with the Secretary of State's Notary Public office.

Please enter your Driver's License Number and the last four digits of your Social Security Number.

Indiana Driver's License Number:

Last 4 digits of your Social Security Number:

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Step 6

Enter your address as you would like it to appear on your commission.

Verify your other information is correct.

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CONNIE LAWSON 

Log out »

Name Change and/or Address Change - Different County

Commission Name: JOHN Q PUBLIC
Commission Number: 123456
Expiration Date: 9/15/2022

Applicant Name:
First: JOHN Middle: Q Last: PUBLIC Suffix:

Name as it will appear on commission: JOHN Q PUBLIC

HOME ADDRESS:
Street:


City:
State:
ZIP: -
County of Residence:
Home Phone: +56 -
Indiana Driver's License Number:
Last 4 digits of your Social Security Number:
E-mail Address:
Re-type E-mail Address:
Receive e-mails from the Secretary of State? ☐

Submit Cancel

Transaction Complete

Your transaction is complete. Click "Your Commission" to open and print your new commission in Adobe. You will also be sent an e-mail with your commission attached.

of Indiana [US] <https://myweb.in.gov/SOS/notaryapp/Common/PrintCommission.aspx>


IN.gov **Notary Public** *Indiana Secretary of State*
CONNIE LAWSON 

Transaction Completed [Log out »](#)

Congratulations! Your transaction has been completed.

[Your commission](#) is now ready to print.

You must have Adobe Reader installed on your computer to open this file.



[Return to Notary Home Page](#)

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Important Reminder

If you have purchased a stamp or seal that includes any information that may have changed, such as your name or address, you will need to obtain a new stamp or seal. This can be done at a local office supply store.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room E018
Indianapolis, IN 46204

Revise Your Commission: Address Change (Same County)

Before You Start...

Determine if your transaction will require a fee by using the chart below. For fee transactions, you will be charged \$6.75.

Fee Transactions	No Fee Transactions
1. Renewal/Change	2. Renewal/Address Change
3. Renewal/Commission Change	4. Renewal/Commission Change

For other transactions, such as updating bond information or your social security number, please contact the Indiana Secretary of State's office at 317.232-6532 or notary@ind.gov.

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services/Notary".



Locating the Notary Homepage

From the Business Services web page, select "Notary". This will take you to the notary homepage.



Locating the Notary Homepage

Click on the Notary web page, select "Notary History Portal".



Step 1

Under "Other Actions," select "Renew".



Step 2

Enter either your commission number OR First and Last Name if you have lost your commission number.



Step 3

Click the number for your **active** commission.



Step 4

Select "Address Change (Same County)". If you need to change both your name and address, select "Name Change" in order to do both in one transaction.



Step 5

Enter your other license number (if not lost) and the last 4 digits of your Social Security number.



Step 6

Enter your address as you would like it to appear on your commission.



Transaction Complete

Your transaction is complete. Click "Your Commission" to open and print your commission to Adobe. This is a PDF file for print and e-mail with your commission attached.



Important Consider

If you have purchased a stamp or seal that includes any information that may have changed, such as your name or address, you will need to obtain a new stamp or seal. This can be done at a local office supply store.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@ind.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room 6206
Indianapolis, IN 46204